

CHAPTER 3.00 - SCHOOL ADMINISTRATION

TOBACCO USE IN SYSTEM FACILITIES

3.45

The Tuscaloosa County Board of Education prohibits the use or possession of tobacco in any form, any and all electronic cigarettes, medically non-prescribed vaporizers, and/or any similar device or object by students, faculty, support personnel, or any other person on school property under the control of the Tuscaloosa County Board of Education. This includes a public school building, Tuscaloosa County Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Tuscaloosa County Board of Education.

Parents/guardians and other persons are hereby notified that they are prohibited from use or possession of tobacco in any form, any and all electronic cigarettes, medically non-prescribed vaporizers, and/or any similar device or object on Tuscaloosa County School System property at any time.

School Principals and other work site supervisors as may be designated are directed to post signs at the entrance of all school buildings and on the grounds of Tuscaloosa County School System property designating the school property as a tobacco free facility.

Tuscaloosa County Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension pending a hearing, and termination of employment. Students who violate this policy are subject to discipline as described in student handbooks and the Code of Student Conduct.

REFERENCE(S):

CODE OF ALABAMA
16-8-10, 16-9-15

HISTORY:

ADOPTED: SEPTEMBER 9, 1991
REVISED: JULY 11, 1994; MAY 9, 2005; APRIL 8, 2013; MARCH 9, 2015
FORMERLY: GAMC

STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT: CLASSIFICATION OF VIOLATIONS

Violations of the **Student Code of Conduct** are grouped into three classifications of MINOR, INTERMEDIATE, and MAJOR offenses. Each classification is followed by a disciplinary procedure to be implemented by the Principal or his/her designees. In addition, the Board of Education authorizes the administration at the local school to develop specific local school rules and regulations which will assist in enforcing the **Student Code of Conduct**.

ITEMS PROHIBITED AT SCHOOL AND ON SCHOOL BUSES

Any item which may interfere with school operations or the safety of others is prohibited on school grounds and buses. These items include, but are not limited to, the following: pocket knives, laser pointers, pepper spray, mace, pornography, cigarette lighters, matches, playing cards, chewing gum, glass bottles, games, and toys. Valuable student property does not belong at school. The school is not responsible for lost or stolen items, and no attempt to recover these items will be made by school personnel.

PROCEDURES FOR THE ADMINISTRATION OF FORMAL DISCIPLINARY ACTION

Each classroom teacher will handle general classroom disruption by taking in-class disciplinary action by making a personal call to the parents/guardians when feasible or by scheduling conferences with the parents/guardians and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the Principal or his/her designee. Parents/guardians of students who consistently exhibit poor work habits should be notified by school personnel. In the following classes of violations and disciplinary procedures, it is understood that the Principal or his/her designee will hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

CLASS I VIOLATIONS MINOR OFFENSES

- 1.01 – excessive distraction of other students
- 1.02 – littering of school property
- 1.03 – gambling
- 1.04 – tardiness or check-outs
- 1.05 – use of profane, obscene or racially offensive language
- 1.06 – nonconformity to dress code
- 1.07 – minor disruption on a school bus
- 1.08 – inappropriate public display of affection
- 1.09 – unauthorized absence from class or school
- 1.11 – repeated refusal to complete class assignments and failure to bring required instructional materials to class
- 1.12 – vehicular violations
- 1.13 – any other offense which the Principal may reasonably deem to fall within this category
- 1.14 – out of assigned area
- 1.15 – horseplay/shoving/running/minor disruption
- 1.16 – failure to serve school-based discipline assignment such as detention
- 1.17 – technology infraction (refer to the Guidelines for Technology Infractions)

ADMINISTRATIVE OPTIONS FOR CLASS I VIOLATIONS (INCLUDING BUT NOT LIMITED TO)

- student conferences
- parent contacts/conferences
- after-school detention
- suspension from school/bus
- corporal punishment
- out-of-school suspension not to exceed 3 school days (not to exceed a cumulative total of 10 days per term/semester for non-special education students and 10 days per academic year for special education students)
- assignment to in-school intervention (where available) or Saturday school (alternative to suspension)
- GRAD Academy

CLASS II VIOLATIONS INTERMEDIATE OFFENSES

- 2.01 – defiance of Board employee's authority
- 2.02 – possession, control or use of tobacco products or paraphernalia (lighters, matches, vapor pens, e-cigarettes, rolling papers, cigarettes, smoke-less tobacco, and any similar devices or objects)
NOTE: The use of any tobacco products while under school jurisdiction and circumstances arising from use of or possession of these items could result in a Class III violation.
- 2.03 – battery upon students
- 2.04 – fighting
- 2.05 – vandalism
- 2.06 – stealing - larceny - petty theft
NOTE: The theft of property less than \$500 in value, and which is taken from the person of another, constitutes theft of property
- 2.07 – possession of stolen property with the knowledge that it is stolen
- 2.08 – threats – extortion
- 2.09 – threat, harassment, or intimidation of a student
- 2.10 – trespassing
- 2.11 – possession of fireworks or firecrackers
- 2.12 – offensive touching of another person
- 2.13 – sexual harassment including but not limited to written or verbal propositions to promote sexual acts
- 2.14 – use of obscene manifestations (verbal, written, physical) toward another person

APPLICABLE PROCEDURES – SUBSTANCE ABUSERS

A school staff member will be expected to accompany any student to the Principal's office or to the administrator in charge when there is reasonable cause to believe the student is currently in possession of, has previously been in possession of, has used or previously used, is under the influence of, or has transmitted above substances while on school property or while on a school bus, or while attending a school sanctioned/sponsored function or activity. Additionally, this designee will comply with the following procedures in order to safeguard the student and the total school environment.

1. Keep the student in a secured area of the building away from other students.
2. Notify, if possible, the parent or guardian of the student and request he/she come to the school immediately.
3. Notify the juvenile authorities.
4. Place in the possession of the Principal or designee any suspected illegal or prohibited substance surrendered by the student and seal it in an envelope in the presence of another school staff member with both persons verifying that the substance is contained in the sealed envelope.
5. Place the envelope in which the substance is contained in the possession of law enforcement authorities in the presence of a witness.
6. Upon weighing all available information and evidence, the Principal, based on reasonable belief that the student is in violation of the school System's substance abuse policy or applicable laws, may suspend the student from school for up to ten (10) days pending an expulsion hearing before the Board. If the initial information and evidence is inconclusive relative to the student's violation of the School System's drug policy, the Principal may permit the student to remain in school until such time as any conclusive test information is received from law enforcement officials. In the event that conclusive evidence is subsequently obtained through law enforcement officials or other sources that the student was in violation of the School System's substance abuse policy, the student then may be subject to suspension for up to ten (10) days with a recommendation for expulsion. In all cases the Principal will ensure that all due process procedures are accorded the student.
7. Inform the student and his/her parent(s) or guardian(s) of appropriate substance abuse treatment facilities.

NOTE: In the event a student sells or distributes or proposes to sell or distribute a substance represented to be an illegal substance, all of the above procedures will be followed up to and including suspension with a recommendation for expulsion.

APPLICABLE PROCEDURES – SUBSTANCE ABUSE EMERGENCIES

Provided a student experiences a substance abuse emergency while under the supervision of school authorities, the Principal or his/her designee will comply with the following procedures to safeguard the student and the total school environment.

- obtain appropriate licensed medical assistance for the student, school authorities, if possible, will provide the medical assistants with (a) the name of the substance, (b) the amount of the substance consumed, and (c) the time of consumption.
- notify, if possible, the parents/guardians of the student and inform them of the emergency.

If confirmation is received that the medical emergency is related to substance abuse that is in violation of the Tuscaloosa County School System's substance abuse policy or applicable laws, the Principal may suspend the student for up to ten (10) days (see Policy 5.33.2 for definition of days) pending a hearing before the Board for expulsion. In all cases, the Principal will ensure that all applicable due process procedures are accorded the student (Policy: 5.29).

STUDENT POSSESSION OR USE OF TOBACCO PRODUCTS OR PARAPHERNALIA

(LIGHTERS, MATCHES, VAPOR PENS, E-CIGARETTES, ROLLING PAPERS, CIGARETTES, SMOKE-LESS TOBACCO, AND ANY SIMILAR DEVICES OR OBJECTS)

It is the policy of the Board that students will not be permitted to possess, smoke, or use tobacco products in any form while in school buildings, on school grounds, or in school buses during the school day or during any school sponsored activities. Possession, control, or use of tobacco products is a Class II/Intermediate Offense in the Student Code of Conduct. Administrative responses to this violation may include but are not limited to the following: parent contact(s), conference(s), corporal punishment, out of school suspension (not to exceed five days) and legal action.